

## The Ultimate EOFY checklist for New Zealand SMEs

According to the New Zealand government, it's common for small businesses to put off filing tax returns to Inland Revenue (IR), resulting in a last-minute scramble for many. Keeping good records – either digital, on paper or in the cloud – can make all the difference.

We get it. The End of the Financial Year is a busy time for small business owners. So, MYOB has created the ultimate checklist to ensure that you can check you've met all your financial obligations, and your business is set to thrive into the new financial year.

This list will help you close off a financial year, and lists some considerations to help you prepare your business for the year ahead.

*Tip: Using online accounting software will make this process easier, because everything is filed electronically in one place and tallied automatically at tax time. Just add receipts throughout the year, ready to be approved.*

### Tasks to complete at the end of financial year:

Bear in mind that the New Zealand tax year runs from 1 April to 31 March.

Reconcile:

- + Bank accounts
- + Balance sheet
- + Reconcile GST

Tally receipts for business-related expenses

- + Run a stocktake if you run a goods business
- + Tally up your GST payments and ensure you have paid in full
- + Check your income tax is up to date
- + Make sure your Pay As You Earn (PAYE) obligations have been met
- + Book an appointment with your accountant

## What to prepare for the accountant:

Your accounting files (provide access if you have a cloud accounting programs)

Gather bank statements and reconcile

A list of unrecovered debts

Check your income tax is up to date

A list of current creditors

Legal expenses for the past year

Receipts for business-related purchases made during the financial year

Costs of any additions or improvements made to your business

Any education-related expenses or membership expenses you can claim

Details of any repair and maintenance on vehicles or business property

Financials relating to any government grants, payments or rebates

Statement of loans against the business and total interest paid in the last financial year

Payment summaries for salaries and leave entitlements

Superannuation contributions for each employee

Summary of payment to contractors

Vehicle expenses including fuel, insurance repairs and maintenance

Vehicle log books

Insurance policies and premiums paid

Travel expenses

Home office expenses

Student loan repayments

## Other considerations you should ponder ahead of the new financial year

- + Is it time to update my accounting or bookkeeping systems?
- + Are my business and personal accounts separate?
- + Am I meeting my payday filing obligations?
- + Have I recorded inventory ahead of the new financial year?
- + Should I automate issuing invoices to make chasing late payments easier?
- + Are your insurance covers adequate?
- + Check you are paying your staff under the correct award
- + Schedule out employee leave for the next quarter

## Questions to ask your accountant:

- + To produce year-on-year earnings with quarterly breakdowns
- + For advice on updating accounting and bookkeeping systems
- + Which parts of your business aren't profitable and advice on how what you should go about it
- + Advice on what would make your business more profitable
- + Advice on tax saving strategies
- + Whether topping up your super would save tax
- + How you can take advantage of the instant asset write-off and how best to use it in your business
- + Whether there are any government incentives or measures in place due to Covid-19 you could access.